

OSPS Training News

June 2009

Web Resources — OSPS Web Site

The OSPS web site has “how to” information and tools, including:

- Instructions under [OSPS Services Offered](#)
- FAQ's for both [employees](#) and [payroll staff](#)
- [Spreadsheets](#), [forms](#), and sample [agency checklists](#)
- [OSPA Reference Manual](#)
- [Slides from prior classes](#)
- [Links to other web sites](#)

For example, if you have an employee leaving your agency, see:

- Separating Employees in OSPA [PowerPoint slides](#) for an overview
- [Agency checklists](#)
- [Recommended Practice](#) on Separating Employees
- Entry guides to [Advance](#), [Adjust](#), [Transfer](#), and [Pay-off](#) Leave and an [FAQ](#) for calculating accrued leave
- For requesting a manual check for the final pay, there is an overview under [OSPS Services Offered](#), a [Recommended Practice](#), and the [Authorized Signatures form](#)

June Training — OSPA Payroll Registers

DATE: June 29, 2009

TIME: 1:00 PM to 4:00 PM

PLACE: SFMS Conference Room, 1st Floor, [Executive Building](#), 155 Cottage St. NE, Salem

The class will focus on reading the [Payroll Registers](#) and using them to answer questions and problem solve. Students will work in small groups with [sample registers](#). Be prepared to sleuth out detail and do math!

[To Register](#)

Next Forum

DATE: September 17, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Veteran Affairs Auditorium](#), 700 Summer St. NE, Salem

YEAR-END MINI-CONFERENCE

DATE: October 19, 2009

TIME: 1:00 to 4:00 pm

PLACE: [Executive Building](#), 155 Cottage St. NE, Salem



2009 Gold Star Awards

At the May OSPS Users' Forum, Sharon McKeehan, OSPS Manager, awarded two Gold Star Awards for agency Year-end Close Plans.

The awards went to:

- [Oregon Department of Forestry](#)—Betsy Kelly, Manager, Deb Baugh, Sandi Hiatt
- [Oregon Department of Justice](#)—Verlene Patton, Manager, Timmie Angell, Jean Jepson

Did you know..... P010 Retirement Fields

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T	U	V	W	X	Y	Z
P010	999999999	99900	010	EMPLOYEE, TAYLOR	W/02	ENTER	UPDATES	010																	
RDC/CREW/CST CTR		000		MANDATORY		WITHHOLDING																			
?	TAX DATA FOLLOW-UP FLAG	J	01	N	BEG DATE	STAT	EXEM	ADDL	END DATE																
?	FINAL CHECK ISSUED:	J	000000	FED	000000	00	0000	000000																	
?	FINAL CHECK PERIOD ENDING:	000000	STATE	000000	00	0000	000000																		
?	RETIREMENT START DATE:	000000																							
EFF		FEDERAL		STATE		RET		RTMT		RTMT		RTMT		FICA		SAIF		UDEM							
?	DATE	STAT	EXEM	ADDL	STAT	EXEM	ADDL	CL	SYST	STAT	ACT	SUBJ	SUBJ	SUBJ	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
?	0430CX	J	01	0000	J	01	0000	N	S	D	000000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
?	0430CX	J	02	0000	J	02	0000	N	S	D	000000	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	
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A recent agency question led us to research the [P010 Withholding Data / Locator Data](#) RTMT SYST and RTMT STAT fields. Here's what we learned:

The **RTMT SYST** on the P010 tells OSPA the following:

- If the employee is eligible for PERS contributions
- If eligible, the percent for the employer and employee contributions

If the value is anything other than “N,” OSPA will calculate and pay the employer contribution or “match” for the employee. This amount appears as STATE MATCH on the [P090](#) and [P091](#) YTD Wages, Taxes and Retirement screens and as ERET on the [P370](#) Calculation of Current Pay-off and [P191](#) Register Summary (ER amt) screens.

The **RTMT STAT** field tells OSPA the following:

- Whether the employee is eligible for the employee's contribution to PERS
- If so, who will pay — D = state pays (pick-up) and E = employee pays

If RTMT STAT = D, this amount appears as STATE PU on the P090 and P091 screens and as SRET on the P370 and P191. If RTMT STAT = E, it will display as EMP CONTRIB on the P090 and P091 and as RET on the P370. Because RTMT SYST tells OSPA the percent to use, OSPA will not pay the employee contribution if RTMT SYST = N.